

EXAMPLE OF FORMAT FOR QUALITY ASSURANCE PROJECT PLAN

(Must Be Completed For All Field Operations)

Project Name: SEATTLE IRON & METALS

Project Manager: MICHAEL E. MATTA

Field Operations: MICHAEL E. MATTA

QA Office Concurrence: _____ Date: _____

ESD Peer Review: _____ Date: _____

Project No.: _____ Account No.: _____

Laboratory Designated: _____ EPA _____ CLP _____ Private

Sample Numbers assigned: from _____ to _____

Sample Schedule and Milestones:

Activity/Date:	17-16 /	/	/	/	/	/	/	/	/	/
FIELD SAMPLING.	17-16.									
SAMPLES TO LAB.	17-17.									
	/									
ANALYSIS	/	8-17.								
	/									
Reports required:	/	8/29.								

Sample Management Office Review _____

Date: _____

Project Description and Site Location:

THE SITE IS LOCATED AT 2700 16TH AVE SW ON HARBOR ISLAND AND THE SITE HAD BEEN USED FOR COPPER WIRE RECLAMATION, LEAD-ACID BATTERY RECYCLING AND WASTE OIL STORAGE. INCINERATOR ASH AND SEDIMENT WAS SAMPLED FOR DIOXIN AND METALS TOXICITY ON DEC 10, 1985 AND DIOXINS AND FURANS WERE DETECTED IN THE PARTS PER BILLION RANGE.

Project Measurement Objectives (Intended use of data):

THE DATA WILL BE USED TO DETERMINE THE EXISTENCE AND EXTENT OF ANY PCB CONTAMINATION IN SOIL, RUNOFF, WATER AND OTHER MATERIALS OR ITEMS ON THE SITE.

Sample rationale and network derivation:

SAMPLES OF SOIL WILL BE COLLECTED FROM STAINED AREAS OR AREAS OF OTHER-WISE SUSPECTED CONTAMINATION. WIPE SAMPLES WILL BE COLLECTED FROM ITEMS OR EQUIPMENT SUSPECTED TO CONTAIN OR BE CONTAMINATED WITH PCB. WATER OR SEDIMENT SAMPLES WILL BE COLLECTED FROM ANY STORM DRAINS, CATCH BASINS, SUMPS OR IMPOUNDMENTS ON SITE, AS APPROPRIATE.

Analyses Rationale:

<u># of Samples</u>	<u>Parameter</u>	<u>QA Samples</u>	<u>Matrix</u>	<u>Container</u>	<u>Holding Time</u>	<u>Preservation</u>
9	PCB	1	SOIL/SEDIMENT	250ml. GLASS.		ICE.
5	PCB	1	WATER.	1/2 GDL GLASS		ICE
3	PCB	1	WIPE.	GLASS & GANZE		ICE
3	PCB	1	OIL.	GLASS 20ml.		ICE.

Data Quality Objectives:

<u>Parameter</u>	<u>Method #</u>	<u>Detection Limits</u>	<u>Precision</u>	<u>Accuracy</u>	<u>Completeness</u>

Sample procedures to be used:

Sample Custody and Documentation:

Calibration Procedures and Frequency:

Preventative Maintenance:

If, for any reason, the schedules or procedures above cannot be followed, the appropriate person must complete a "Sample Alteration Checklist" for each element changed and have it (them) verified and reviewed by the Project Manager and the QA Officer/Peer Review. (See page 5)

Laboratory Data Reduction / QA Review:

Field Data Reduction/QA Review:

Reports (as deliverable or required):

System and Performance Audits:

Scheduled: _____ Conducted: _____

**Corrective Action: (IF YES, COMPLETE CORRECTIVE ACTION CHECKLIST AND/OR
SAMPLE ALTERATION FORMS, Appendix B.)**

QA Report to Management:

Safety:

SAMPLE ALTERATION CHECKLIST

Project Name and Number:

Material to be sampled:

Measurement Parameter:

Standard Procedure for Field collection & Laboratory Analysis (cite references):

Reason for change in Field Procedure or Analytical Variation:

Variation from Field or Analytical Procedure:

Special Equipment, Materials, or Personnel Required:

Initiators Name: _____ Date: _____

Project Approval: _____ Date: _____

Laboratory Approval: _____ Date: _____

QA Officer/Reviewer: _____ Date: _____

Sample Control Center: _____ Date: _____

CORRECTIVE ACTION CHECKLIST

Project Name and Number:

Sample Dates Involved:

Measurement Parameter(s):

Acceptable Data Range:

Problem Areas Requiring Corrective Action:

Measures Required to Correct Problems:

Means of Detecting Problems and Verifying Correction:

Initiators Name: _____ Date: _____

Project Approval: _____ Date: _____

Laboratory Approval: _____ Date: _____

QA Officer/Reviewer: _____ Date: _____

Sample Control Center: _____ Date: _____